

## STATEMENT OF SUPPORT FOR KENTUCKY HOSA OFFICER CANDIDATE

I approve of my son/daughter applying for a KY HOSA office and if elected, agree that he/she will be able to spend the time necessary to carry out the duties of the office.

\_\_\_\_\_  
Signature of Parent or Guardian

The candidate \_\_\_\_\_ meets the qualifications for office and I recommend and will support him/her for a KY HOSA student office.

\_\_\_\_\_  
Signature of Advisor

This school will support \_\_\_\_\_ in the successful fulfillment of the duties of the specific HOSA officer and their Advisor. A statement of academic performance during the previous year is attached.

\_\_\_\_\_  
Signature of Principal  
(Area technology Center/Technical Center)

\_\_\_\_\_  
Signature of Principal (High School/College)

Possible meeting times (including meetings where Officer and Advisor MUST be PRESENT) include but not limited to: (Some of these meetings are “electronic” or “online” meetings)

- March – State Leadership Conference – 4 days **Mandatory**
- March-April – New Officer Meeting - 2 days weekend + 1 Monday **Mandatory**
- June – National Leadership Conference – 6 - 7 days **Mandatory**
- August – planning for Fall Leadership Conference - 2 days weekend ( may also be a week day, if the students committee is meeting) **Mandatory**
- October – Fall Leadership Conference – 3 days **Mandatory**
- November/December – planning for Fall Leadership Conference - online **Mandatory**
- February 2018 – Student Leadership day (SLD – 2 week days and 2 weekend days (Weekend **Mandatory**) (Monday **Mandatory**) Tuesday **optional**)
- March – State Leadership Conference Newly elected and current officers – 3 days **Mandatory**

### OPTIONAL

- June – CTSO Leadership Conference - optional

- July - Summer Conference - optional
- September - WLA Washington Leadership academy - optional
- November/December – Regional Conferences - optional

## **HOSA OFFICER CANDIDATE ADVISOR SUPPORT CONTRACT**

Serving as a KY HOSA officer advisor is a twelve-month commitment to the student and the organization. Therefore, it is vital that all advisors are willing and able to assume the responsibilities required of KY HOSA officers. Please read the following carefully and initial on the lines provided.

- \_\_\_\_\_ I understand that by supporting a student for State Office it will be my responsibility to attend all council meetings and conferences with my student.
- \_\_\_\_\_ I understand it is my responsibility to ensure my student has transportation to and from a required meeting or conference and provide transportation when feasible.
- \_\_\_\_\_ I understand I will be a member of the KY HOSA Executive Council and therefore responsible in fulfilling duties as a Council member.
- \_\_\_\_\_ I understand I will be expected to serve on committees with my student officer.
- \_\_\_\_\_ I understand it is my responsibility to insure my student officer has an official HOSA uniform from Award's Unlimited ONLY by the National Leadership Conference.
- \_\_\_\_\_ I understand it will be my duty to ensure my student officer understands and fulfills the duties of their office in a timely manner.
- \_\_\_\_\_ The school Principal/Director is aware of the time obligations that I must meet if my student is elected to an office – even if the student graduates before the end of the officer term.
- \_\_\_\_\_ I understand in the event my student officer does not or cannot fulfill the duties of the office, I will be responsible for seeing the office is filled and/or the duties fulfilled.
- \_\_\_\_\_ I understand that by signing this contract, it is my obligation to fulfill all the above duties.
- \_\_\_\_\_ I understand that if I do not comply with this contract, I will receive a letter of failure to meet conditions of said contract copied to my administrator and supervisor.
- \_\_\_\_\_ I understand that if I my officer does not attend two mandatory meetings the officer will be expected to resign. This includes both online meetings and face to face meetings.

Possible meeting times include but not limited to:

Refer to list on Statement of Support for KY HOSA Officer Candidate

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Educational Facility /Administrator

**State Candidate Checklist**  
**All items must be submitted**

- ☐ Nomination Form
- ☐ Statement of Support
- ☐ Candidate Information Sheet
- ☐ Official Transcript
- ☐ Passport size Black and White or Color Photo
- ☐ Advisor's Contract
- ☐ Medical Release Form
- ☐ HOSA Conduct Code

**HOSA**  
**NOMINATION FORM FOR STATE OFFICERS**

Serving as a state HOSA Officer is a twelve-month commitment to the organization. Therefore, it is vital that all members who aspire to become state officers are highly qualified, able, and willing to assume the responsibilities required of all state officers.

Read carefully and study the statement below before submitting this form to your Local Advisor. After discussing the responsibilities of a State HOSA Officer with parents, advisor and school administrators, candidates should submit all required forms to the Local Advisor. After the student has discussed the situation with parents, local chapter advisor, and school administrators and is fully convinced that, if elected, he/she will carry out the responsibilities of a HOSA Office, then complete this form and submit to: Elizabeth Bullock, KY HOSA, 300 Sower Blvd., 5<sup>th</sup> Floor, Frankfort, KY 40601.

## STATE OFFICER CANDIDATE'S STATEMENT

If elected a State HOSA Officer, I will dedicate one full year of service to the organization. I will serve my entire term of office and will promote the goals and objectives of KY HOSA. I will project a desirable image of HOSA at all times. I will abide by KY HOSA Bylaws and Policies. I understand the responsibilities of KY HOSA officers and will purchase an official HOSA uniform from Award's Unlimited ONLY by the National Leadership Conference. I will complete and fulfill all obligations and assignments, which are given me as a member of the KY HOSA Executive Council and strive to be a productive member of the KY HOSA Officer Team.

Candidate's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

1<sup>st</sup> Preference of Office \_\_\_\_\_

2<sup>nd</sup> Preference of Office \_\_\_\_\_

3<sup>rd</sup> Preference of Office \_\_\_\_\_

**Student officer candidates can be slated to run for any office. The slate is the decision of the interview committee.**

## ADVISOR'S STATEMENT

It is my belief that this candidate will fulfill the responsibilities of a KY HOSA Officer.

Chapter HOSA Advisor \_\_\_\_\_ Date \_\_\_\_\_

**\*\*ENCLOSE A PASSPORT SIZE**

**BLACK AND WHITE OR COLOR GLOSSY PHOTO WITH THIS NOMINATION FORM**

**\*\* The statement of Academic Performance during the previous year is attached.**

## STATE OFFICER CANDIDATES

In order for a student to become an eligible candidate for state office, he/she must have held office in a local chapter.

The candidate shall submit a completed nomination form to the state advisor by **THE PUBLISHED DATE IN THE HOSA LEADERSHIP GUIDE.** ( Feb. 3) Include a signed conduct code form.

- No local chapter shall submit more than two candidates for state office, each of which must be in a separate office category.
- Officer candidates shall not serve as voting delegates.
- The KY HOSA State Advisor or designee shall administer the officer candidate written examination to each candidate. **Each candidate must pass the written examination with a 70% in order to be interviewed.**
- The Nominating Committee will review all qualified candidate applications.
- **The Nominating Committee will interview all officer candidates (who have completed the written examination with a 70% or above) and their advisors before the final slate is determined.**
- Please read the Kentucky HOSA Bylaws which refer to officer duties and nominating committee responsibilities, Article V.
- The newly elected officers and their local advisor will meet briefly following the general session on **Friday** with the Kentucky HOSA Executive Council please refer to the published agenda.
- KY HOSA officer candidates cannot hold another state level career and technical student organization position concurrently.
- KY HOSA will pay for approved in state travel. The state advisor will make student reservations. If the officer or advisor do not notify KY HOSA of cancellations 48 hours prior to the meeting the officer's chapter will have to pay for the student's share of the room. Officers have a budget for meals during official HOSA duties. They have to submit for reimbursement within 6 weeks of the date of the meeting for meals and miscellaneous.
- Out of state travel is not reimbursed by KY HOSA, however some funds will be paid by KY HOSA as approved in the KY HOSA budget.

## **NOMINATION FORMS AND TEST INFORMATION FOR STATE OFFICER CANDIDATES**

Each nomination form must be completed and submitted to:

Elizabeth Bullock  
300 Sower Blvd., 5<sup>th</sup> Floor SW  
Frankfort, KY 40601

The forms are due in the office by **February 3, 2017.** Refer to Kentucky HOSA Bylaws, Article V, to determine criteria for nominations. Nominations may be submitted for President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.

The officer candidate test (HOSA Officer Candidate Exam) will begin at 1:30 p.m. on **Thursday,** in the WHITLEY Room. The interviews will follow the testing at 3:00 p.m. in the KNOX room. **The candidate's local advisor will be present for the interview. All state officer candidates must score 70% on the exam in order to be considered for office.** Campaign rules Are located on the next page and will be followed.

Each nominee who scores 70% or higher on the officer qualifying exam and is placed on the official ballot by the nominating committee must be prepared to give a 2 - 3 minute campaign speech at the first delegates assembly on **Friday.**

## **KENTUCKY HOSA STATE OFFICER CANDIDATE CAMPAIGN RULES**

1. Campaigning will begin only after a slate of qualified candidates is Announced/posted.
2. Each officer candidate shall present his/her campaign speech during the first delegate session. The campaign speeches shall not exceed three minutes.
3. Each candidate must bring proof of campaign expenses to the conference (cash receipts or letters of donation). Campaign costs should not exceed \$100 (reasonable value of donation must be included).
4. The nominating committee will approve all campaign materials and verify campaign expenses during the interview process of each candidate.
  - posters (any size)
  - flyers (any size)
  - buttons
  - stick-ons
5. Campaign materials shall not be posted throughout the hotel. Exhibit reception area will be designated for posters and the distribution of campaign literature.
6. Each candidate is responsible for collecting all materials from designated campaign areas before the final balloting in the Assembly of Delegates on Friday.
7. The campaign rules and regulations must be strictly adhered to at the conference. Any violation of campaign rules will result in disqualification of the candidate.

## **CANDIDATE INFORMATION RESUME KENTUCKY HOSA**

Name \_\_\_\_\_ Current Grade Level \_\_\_\_\_

Home Address \_\_\_\_\_

School/College Name \_\_\_\_\_

1) HOSA Office Held: \_\_\_\_\_ Year \_\_\_\_\_  
(Candidate must have held an office in the local chapter)

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

2) Honor/Awards Received: (HOSA and others)

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

3) Participation in other Activities: (School and Community)

\_\_\_\_\_

\_\_\_\_\_

4) Office held in other organizations

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_



# CODE OF CONDUCT

**A good reputation enables members to take pride in their organization. HOSA members have an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.**

1. Your behavior at all times should be such that it reflects credit to you, your school/college, your state and HOSA.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. (HOSA Conference name badges shall be worn at all times at HOSA functions)
3. You are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
4. Members are to report any accidents, injuries or illnesses to their local or state advisor immediately.
5. Members are expected to observe the designated curfew. (Curfew is described as being in your own assigned room by the designated hour.)
6. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay any and all damages.
7. Members/participants attending the Spring Leadership Conference may not purchase, consume, or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
8. HOSA is a smoke-free conference and smoking is not allowed at any official function. Delegates must adhere to all hotel policies regarding smoking as well.
9. Students who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified.
10. Any long distance phone calls, charges to room, etc., will be the responsibility of the individual student and/or parents.
11. Members are to abide by the NLC Attire Policy at all business sessions, general sessions, competitive events, and other conference activities.
12. As a participant to all KY HOSA Conferences/meeting, permission is granted to make photographs, videotapes, broadcasts \and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by KY HOSA.
13. No illegal drugs or narcotics can be purchased, sold or used during any HOSA activity.
14. All cell phones must be turned off during all competitive events and during business session including the banquet.

**Session Protocol: The general sessions should be enthusiastic but delegates must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session. Chapters that do not adhere to general session protocol will be asked to send a representative to a special meeting of the Executive Council.**

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_  
(if minor)

Signature of Advisor \_\_\_\_\_ Date: \_\_\_\_\_

## Medical Liability Release Form

**DIRECTIONS:** Due to legal restrictions, it is necessary that **all** delegates, parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend **any** 2016-2017 HOSA Meetings / Conferences. This form should be submitted to the State Advisor.

**PLEASE TYPE OR PRINT ALL INFORMATION**

*Delegate Name*

*Parent/Guardian Name*

Name \_\_\_\_\_ Name \_\_\_\_\_

Home Address \_\_\_\_\_

Parent/Guardian/Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Student's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Local Advisor: \_\_\_\_\_ School Name: \_\_\_\_\_

Local Advisor Cell Phone # \_\_\_\_\_

Student is covered by group or medical insurance: Yes No

If yes, complete the following information:

Name of insured: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Group #: \_\_\_\_\_ Policy #: \_\_\_\_\_

Please completely describe any medical condition which may recur or be a factor in medical treatment:

a. Allergies: \_\_\_\_\_ e. Physical Handicap: \_\_\_\_\_

b. Convulsions \_\_\_\_\_ f. Medicine Reactions: \_\_\_\_\_

c. Blackouts: \_\_\_\_\_ g. Disease of any kind: \_\_\_\_\_

d. Heart/lung problems: \_\_\_\_\_ h. Other (Be specific): \_\_\_\_\_

If currently taking medication, please provide the following information:

Name of medication: \_\_\_\_\_

Prescribing Physician/Phone Number: \_\_\_\_\_

**LIABILITY RELEASE.** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the National/State HOSA Board of Directors, the National/State Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

**PARENT/GUARDIAN:** Please check one of the following and sign your name.

☐ I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

☐ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**(Delegates under the age of 18 and must be signed by the parent or legal guardian.)**

Delegate's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Advisor needs to keep a copy of this form. Send originals with registration package**

## HOSA STATE OFFICER STUDY GUIDE FOR THE WRITTEN EXAMINATION

KNOW THE FOLLOWING:

**Mission:** **The mission of HOSA** is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community.

**Motto:** “The Hands of HOSA Mold the Health of Tomorrow”

### 2016-2017 National Theme HOSA: Leadership, Service, Engagement

#### Components of the HOSA emblem and explain the meaning of each:

The official HOSA emblem was adopted by the delegate assembly during the first HOSA National Leadership Conference in Oklahoma City, Oklahoma, April 27-30, 1978, from a design submitted by Tennessee HOSA. The triangle represents the three aspects a person’s well-being: social, physical and mental. The circle represents the continuity of health care. The hands signify the caring and active HOSA member.

#### The HOSA colors and explain what they represent:

**Navy Blue:** Loyalty to the Healthcare Profession

**Medical White:** Purity of Purpose

**Maroon:** Compassion of HOSA Members

#### HOSA creed.

I BELIEVE in the Health Care Profession

I BELIEVE in the profession for which I am being trained; and in the opportunities that my training offers

I BELIEVE in education

I BELIEVE that through education I will be able to make the greatest use of my skills, knowledge, and experience in order to become a contributing member of the health care team and of my community.

I BELIEVE in myself

I BELIEVE that by using the knowledge and skills of my profession I will become more aware of myself. Through fulfilling these goals, I will become a more responsible citizen.

I BELIEVE that each individual is important in his or her own right; therefore, I will treat each person with respect and love. To this end, I dedicate my training, my skills and myself to serve others through HOSA.

#### State Advisor and Co Advisor

Elizabeth Bullock, State Advisor and Kim Nealis-Williams, Co-Advisor

**KY HOSA CE (Competitive Event) Program** Students may compete in only one of the first five categories of events, but may compete in any or all of the recognition events.

#### Advisors and students:

KY HOSA has issued a list of competitive events and the number of competitors each chapter may register for each competitive event. Please refer to the current national guidelines for rules and current information. You can get on line @ [www.hosa.org](http://www.hosa.org).

## KY HOSA COMPETITIVE EVENTS PROGRAM

HOSA members are encouraged to take full advantage of the National/International HOSA Competitive Events Program, A constantly expanding and improving series of healthcare-related competitive events. At the 2017 SLC, HOSA is sponsoring 49 REGULAR Events and 7 Recognition Opportunities.

**HOSA members may enter only one competitive event at the KY HOSA State Leadership Conference and ILC.**

### **Health Science Events**

Dental Terminology

ONLINE TEST ONLY

Health Career Exploration

Medical Spelling

online testing and onsite event

Medical Terminology

ONLINE TEST ONLY

Medical Math

ONLINE TEST ONLY

Medical Reading

ONLINE TEST ONLY

#### **Knowledge Tests:**

Behavioral Health

ONLINE TEST ONLY

Human Growth & Development

ONLINE TEST ONLY

Medical Law and Ethics

ONLINE TEST ONLY

Nutrition

ONLINE TEST ONLY

Pathophysiology

ONLINE TEST ONLY

Pharmacology

ONLINE TEST ONLY

Transcultural Health Care

ONLINE TEST ONLY

### **Health Professions Events**

Biomedical Laboratory Science

online testing and offsite event

Clinical Nursing

online testing and offsite event

Clinical Specialty

Dental Science

online testing and offsite event

Home Health Aide

online testing and offsite event

Medical Assisting

online testing and offsite event

Nursing Assisting

online testing and offsite event

Personal Care\*

May be an offsite event

Physical Therapy

online testing and offsite event

Sports Medicine

online testing and offsite event

Veterinary Science

online testing and onsite event

### **Emergency Preparedness Events**

CERT Skills

online testing and onsite event

CPR/First Aid

online testing and onsite event

Epidemiology

online (scenario @ conference)

Life Support Skills\*

MRC Partnership **2 per chapter**

Public Health

## **Leadership Events**

Extemporaneous Health Poster  
Extemporaneous Writing  
Healthy Lifestyle  
Health Career Photography  
Interviewing  
Skills\* Job  
Seeking Skills  
Prepared Speaking  
Researched Persuasive Writing &  
Speaking Speaking Skills\*

## **Teamwork Events**

Biomedical Debate	online testing and onsite event
Community Awareness	
Creative Problem Solving	online testing and onsite event
Forensic Medicine	online testing and onsite event
Health Career Display	
Health Education	
HOSA Bowl	online testing and onsite event
Medical Innovation	
Parliamentary Procedure	
Public Service Announcement	

## **Recognition** (competitors may participate in as many Recognition Events as they wish.)

### **Barbara James Service Award**

Healthcare Issues Exam	online testing
HOSA Happenings	
MRC Volunteer	
Recognition National	
Service Project HOSA	
Chapter Reflection	
Outstanding State Leader	

Talent Show (**State Only**)

- Solo (**TS**)

- Group (**TG**)

-Ann Vescio Scholarship (**State Only**)

-Other scholarships as sponsored (**State Only**)

**Applications for these scholarships are in this packet.**

***\*Only for students classified under the federal regulations, Individuals with Disabilities Education Act of 1997—Amended (IDEA) may participate. Must complete a “Student Eligibility Form” for these events. Eligibility forms may be found at [www.hosa.org](http://www.hosa.org) under each individual competitive event.***

# Middle School

## Competitive Events Preview 2016–2017



### Health Science Events

- ▲ Medical Terminology
  - Davies, Illustrated Guide to Medical Terminology. Cengage Learning*
  - Gyls & Masters, The Medical Terminology Express, 2nd Ed. FA Davis/BE Publishing*
- ▲ Medical Reading
  - Gifted Hands, The Pact, First Woman Doctor*
- ▲ Nutrition
  - Roth, Nutrition and Diet Therapy, Cengage Learning*
- ▲ Health Career Exploration
  - Winger & Blahnik, Introduction to Health Science. Goodheart Willcox*

#### Leadership Events

- Extemporaneous Health Poster
- Healthy Lifestyle
- Prepared Speaking
- Speaking Skills (Special Needs event)

### Emergency Preparedness Events

Public Health

### Teamwork Events

- Health Education
- Health Career Display

### Recognition Events

- Barbara James Service Award
- National Service Project
- HOSA Happenings
- HOSA Chapter Reflection

Modified Competition for Middle School Division. Check guidelines in August for specific information.  
[www.hosa.org/guidelines](http://www.hosa.org/guidelines)



## **REVIEW THE FOLLOWING:**

**HOSA By-laws and policies will be posted on the HOSA webpage**

### **History and background of the State and National Organization, HOSA Handbook, Section A, Latest Edition**

National HOSA was founded...  
US President who is honorary member of National HOSA...  
National HOSA Director...  
National HOSA Headquarters...  
National HOSA website...

### **Kentucky Bylaws (membership information, organizational structure, voting procedures) (print copy of bylaws and read thoroughly)**

KY Official HOSA Sponsor  
Who may be members  
Classes of membership; secondary, postsecondary/collegiate, alumni, professional, honorary, and members-at-large  
State Membership year  
Items and fees required for affiliation of local chapter with KY HOSA...  
How local chapter may lose state charter...  
Requirements for candidates and their advisors who are seeking state office

### **KY HOSA Standing Committees**

Program of Work/Recreation  
Finance  
Competitive Events  
Bylaws  
Fall Leadership/State Convention Planning  
Script Committee  
Future Planning/Exhibitor Committee

## **Parliamentary Procedure – “Robert’s Rules of Order, Newly Revised”**

### **Parliamentary Procedure**

HOSA officers must have a working knowledge of Parliamentary Procedure to conduct effective meetings.

Parliamentary procedure is a set of rules for conduct at meetings. It is based on democratic philosophy. It allows for free and open discussion of ideas.

### **BASIC PRINCIPLES**

- Promotes order, cooperation and harmony.
- Only one item of business or question is handled at a time.
- All members have equal rights and privileges.
- The rights of the absentee members are protected by the establishment of a quorum.
  - The majority determines the course of action.
  - The minority will abide by the will of the majority once it is established.

### HOW BUSINESS IS INTRODUCED AND CONDUCTED

Business is brought before the group in the form of a motion. The purpose of a motion is to get something done, whether to take certain action or to express itself as holding certain views.

Before a subject is open for discussion it must be:

1. Made by a member who has obtained the floor To obtain the floor a member rises, addresses the presiding officer, and is recognized.  
To make a motion the member states, "I move that..." He/She then states the action proposed.
2. Seconded by a Member  
To second a motion, a member says, "Second the motion." He/she does not need to rise or be recognized.
3. State by the chair and placed by the chair before the group. The chair must state the question and indicate it is open for discussion or rule it out of order.
4. Debated by the Assembly - Usually debate is limited to 10 minutes. Member making the motion is allowed to speak first is so desired. A member may speak only twice on the same question on the same day.
5. Voted on by the Assembly
6. Chair announces the result of the vote

### Parliamentary Procedure Terminology

ADOPT	Accept or approve a motion, report or statement.
AGENDA.	List of activities for a meeting, also called Order of Business.
ADJOURN	Ends the meeting.
AMEND	To change a motion. May change by 1) Adding to.2) Taking from 3) Taking from, and adding to Example: "I move to amend the motion by adding that we..."
BYLAWS	Rules of the organization. They define the primary characteristics of the organization, and describes how it functions.
CHAIR	Presiding officer-President
COMMITTEE	A group that is to do a certain task
DEBATE	Any form of discussion on the merits of a motion
DELEGATES	Representatives of .a larger group of people, chosen to act in the name of entire group.
FLOOR	Permission to speak
GERMANE	Closely related to, used in relation to amendments MEMBER Person having the right to full participation in the proceedings of an assembly.
MINUTES	Notes of the meeting, written by the secretary
MAJORITY	More than half. The most.
MINORITY	The least, less than half.
MOTION	Formal proposal by a member, in a meeting, that the assembly take certain action.
PENDING	A question is said to be pending from the time it is stated by the chair until it is disposed of.
PLURALITY VOTE	The largest number of votes to be given any candidate when there are three or more choices.



PROGRAM OF WORK	List of activities to be done during the year
PRO TEM	For the time being, temporary. Example: Secretary, Pro Tern.
POSTPONE	To put off, delay
QUORUM	Number of members needed to legally conduct business, usually a majority, unless bylaws state otherwise.
RATIFY	To make valid unofficial action already taken that cannot become legally valid until approved by the Assembly.
RECESS	A break
REPEAL	To withdraw, cancel, annul officially, rescind.
SECOND	Shows that more than one member is interested in discussing the motion. If there is no second the motion dies.
YIELDS	A question gives way to a motion of higher rank, or a member resumes his seat.

## CLASSES OF MOTIONS

### Main Motion

Brings business before the assembly; can be made only when no other motion is pending, and ranks lowest in the order of precedence of motions.

**Subsidiary, Privileged, and Incidental** motions are classified as secondary motions

**Subsidiary Motions** - Assist the assembly in treating or disposing a main motion. Subsidiary motions have ranking order within the class.

Lay on Table  
Previous Question  
Limit or Extend Debate  
Postpone Definitely  
Commit or Refer  
Amend  
Postpone Indefinitely

**Privileged Motions** - Have to do with special matters of immediate and overriding importance, which without debate, should be allowed to interrupt the consideration of anything else. The five privileged motions fit into an order of precedence, and all of them take precedence over motions in any other class.

Fix Time to Which to Adjourn  
Adjourn  
Recess  
Raise Question of Privilege  
Call for Orders of the Day

**Incidental Motions** - Relate to the pending business and are related to the main question in such a way that they must be decided immediately before business can proceed. Most incidental motions are undebatable and do not have ranking order within the class.

Point of Order  
Appeal  
Suspend the Rules  
Object to Consideration of Question  
Division of the Assembly  
Requests or Inquiries

**Motions That Bring a Question Again Before the Assembly**

These motions enable the assembly to reopen a completed question during the same session, or to take up one that has been temporarily disposed of or to change something previously adopted and still in force. Like the main motion, these motions are usually made while no business is pending. There is no ranking order within the class.

Take from Table

Rescind or Amend Something Previously Adopted

Reconsider